

~~SECRET~~

19 July 1962

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Attached is a revised copy of the Records Control Schedule for your Office.

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In addition to your Office, [redacted] surveyed the records in [redacted] Offices and prepared Records Control Schedules for their review and comment. Based on the comments received we evaluated them and, where necessary, discussed them [redacted] The changes that we found necessary were made to your schedule. If you have any further comments about the items on your schedule I would appreciate hearing from you. We hope, eventually, to have one schedule for general use [redacted]

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We have established a separate item for records pertaining to expenditures [redacted] After discussing the comments with your Headquarters Staff we were informed that the Audit Staff had previously advised that this type of material be retained permanently for support of audit determinations. These records should be brought together and maintained as a separate record series. The other items on the schedule were re-numbered to include this item in your schedule.

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The establishment of a definite time for disposition that meets all the requirements of good records management practices and, yet, satisfies all personalities involved is the ultimate in administering a records management program. The practice of periodically screening files for purposes of weeding out obsolete material is costly, time consuming and, oft times, done sporadically. Wherever possible definite time periods should be established after careful evaluation of the records. With these principles to guide us the schedules [redacted] were prepared. If, after a reasonable time, you feel that the disposition instructions contained in your schedule cannot be accomplished I would like to hear from you.

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I am glad the shelf filing is proving satisfactory for your needs. Some ideas that have been used to spot files quickly include color-keyed tabs for different letters of the alphabet, the tab color can also be marked on the folders with ink or stick-on tape of the same color; a greater number of guides to signal subdivisions within larger groups will aid faster finding, as well as, name guides to signal extra busy sections of the files. The daily use of these files will, and you will agree, bring about the fastest orientation on location of the files on the shelves.

Thank you for your comments and for the assistance extended to [redacted] during his visit.

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[redacted]

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Enclosures:

Records Control Schedule
Forms 1729 - 1729a

CONCURRENCE:

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[redacted]

Distribution:

00/C

Original - Addressee

- 1 - [redacted]
- 1 - RS&DB
- 1 - RMS File Copy
- 1 - [redacted]

19 JUL 1962

Date

DDS/RAO/RS&

(18 July 1962)

[redacted]

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